

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT RE-ADVERTISEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

READVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY

ANNOUNCEMENT NO: CFSA-08-P010

POSITION: Education Resource Specialist
DS-301- 9/11/12

OPENING DATE: 10/31/07

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"

12/17/07

SALARY RANGE: DS-9 \$41,923 - \$53,983 PA
DS-11 \$50,510 - \$65,126 PA
DS-12 \$62,499 - \$79,959 PA

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: DS-12

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director Clinical Practice (ODDCP), Clinical Support and Health Services Administration (CSHA)

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: _____

| ☐ | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| ☐ | **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for education activities which include program planning, program evaluation and program coordination and implementation. Directs and conducts a variety of education activities which include program planning and development, program analysis and evaluation and program coordination and implementation. Participates in the implementation of a service delivery system to ensure that all children involved with the District's child welfare system receive proper education services. Ensures that every child identified for special education is assigned a surrogate parent. Serves as the primary point of contact for all CFSA involved children with the District's Public School's Special Education Division and other public school systems as appropriate. Serves as agency representative for all special education-related inquiries. Participates in the Multi-Disciplinary Team/ IEP meetings when appropriate; reviews appropriateness of proposed school placements. Advocates for children. Initiates controls to ensure that children receive services within mandated timeframes and to ensure that services are appropriate to each child's disability as outlined in the IEP. Collaborates with assigned social workers on all education-related issues. Meets with social workers to discuss trouble shoot issues as they arise Attends court hearings to report educational issue.. Participates in case planning conferences. Maintains statistical information on the educational status of children in the care of CFSA. Conducts research to identify and evaluate new concepts, techniques, policies and system relationships which may result in increased program effectiveness and economy of operations. Serves as a principal liaison between CFSA personnel and representatives from other District agencies, state government agencies, schools and private agencies, on matters of mutual concern. Attends conferences, seminars and meetings to obtain and exchange informational material regarding program goals and objectives. Participates with Administrators and Program Managers in evaluating the scope, content, and priorities of educational services within the present and anticipated educational and available financial resources. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the Individuals with Disabilities in Education Act (IDEA); and knowledge of No Child left Behind legislation (NCLB).
2. General knowledge of basic statistics, data collection, processing principles and applications and public administration principles and practices.
3. Thorough knowledge of the Petit Court Order, Federal laws and regulations specific to child welfare and special education and District laws and regulations related to the education of children;
4. Knowledge of education standards, assessments, and standardize testing for children in the District of Columbia and Maryland Public Schools; and
5. Skill in written and oral communications to make presentations and draft procedures.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	MAIL TO: Child and Family Services Agency Human Resources Administration 400 6 th Street, SW Washington, DC 20024	WALK-INS: 955 L'Enfant Plaza, 5 th Floor Washington, D.C. 20024
	FAX TO: (202) 727-5750	WEBSITE: www.cfsa.dc.gov
	EMAIL TO: cfsa.jobs@dc.gov	TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.
